



# Commercial Banking Services Fees and Charges

(Effective from 1 October 2022)

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The information in this guide is for customer's reference with regard to the charges for various services offered by Hang Seng Bank Limited (the "Bank"). The Bank reserves the right to revise any fees, charges, special offers and other services from time to time. The Bank reserves the right to levy a charge on transactions conducted. For charges not listed in this guide, please contact our branches for details.



## A. Deposit Services

Current Accounts	
Service	Charge
Cheque Returned - due to insufficient funds - due to other reasons - due to cheque amount exceeding RMB80,000	Paper Cheque / e-Cheque HK\$150 per cheque (RMB 200) <sup>(1)</sup> HK\$70 per cheque (RMB 50) <sup>(2)</sup> RMB 200 per cheque <sup>(3)</sup>
RMB Cheque Handling Fee - autosweeping to cover insufficient funds - switching of deposit by customer to cover insufficient funds	Paper Cheque / e-Cheque 1% of the total amount of transfer (min RMB: 200) 1% of the deposit to cover the insufficient funds of current account (min RMB: 200)
Stop Cheque Payment Instruction	Paper Cheque: HK\$100 per cheque e-Cheque: Waived
Cheque Mark Good - sent by customer - sent by Bank	HK\$60 per cheque HK\$200 per cheque
Cheque Book Issuance Fee - by ordinary mail - by courier	HK\$50 per cheque book Waived HK\$25 per item
Unauthorised Overdraft	HK\$120 per item plus interest on overdrawn balance <sup>(4)</sup>

Time Deposit	
Service	Charge
Uplift of time deposit before maturity Service Fee	<p>We may, at our discretion, allow uplift of time deposit before maturity. Time deposit interest accrued will not be paid and handling fee, with calculation stated below, will apply:</p> <ul style="list-style-type: none"> <li>- Applicable to HKD: Time Deposit Principal x (Prime Rate * or Time Deposit Interest Rate plus 2% [whichever is higher] - Time Deposit Interest Rate) x Number of Days due to Maturity / Total Number of Days in a Year</li> <li>- Applicable to FCY: Time Deposit Principal x (Lending Rate * or Time Deposit Interest Rate plus 2% [whichever is higher] - Time Deposit Interest Rate) x Number of Days due to Maturity / Total Number of Days in a Year</li> </ul> <p>There is Minimum Charge for uplift of time deposit before maturity. On each deposit currency. In case the handling fee charged from the above calculation is not more than the Minimum Charge, the depositor has to pay the Bank the Minimum Charge. The standard of Minimum Charge: HKD200/USD26/AUD40/CAD40/CHF42/EUR25/GBP18/JPY3,500/NZD41/CNY200</p> <p>*Subject to the rate as quoted by us from time to time.</p>



## A. Deposit Services (cont'd)

Counter transaction: Bulk Cheque / Cash / Coins Deposit	
Service	Charge
Counter transactions conducted through branches per customer per calendar month <sup>(5)</sup> (Waived for 10 transactions fee, not applicable for Biz Virtual+ Account)	HK\$30 per transaction
Bulk Cheque Deposit - Per customer per day - Up to 30 pieces - Over 30 pieces	Free HK\$1 per additional cheque <sup>(6)</sup>
Bulk Cash Deposit - Per customer per day (Applicable to all currencies) - Up to 200 pieces of notes - Over 200 pieces of notes	Free 0.25% on deposit amount (min. HK\$50)
Bulk Coins Deposit - Per customer per day - Up to 500 coins - Over 500 coins	Free 2% on deposit amount (min. HK\$50)
Coin Changing Charge	HK\$2 per sachet

Account Closure	
Service	Charge
Improperly conducted account closed by the Bank	HK\$150 annually
Within three months of the date of its opening - Savings Account - Current/Integrated Account	HK\$50 per account HK\$200 per account

Inactive Account Service Charges		
Service		Charge
Currency	Savings/Current Account inactive for two years and balance below	Payable semi-annually (For over 2 years)
HK Dollar	2,000	100
RMB	2,000	50
U.S. Dollar	300	20
Pound Sterling/Euro	200	20
Canadian Dollar/Swiss Franc/ Australian Dollar/ New Zealand Dollar	400	20
South African Rand	1,500	60
Thai Baht	10,000	1,000
Japanese Yen	50,000	2,000

Cashier's Order / Demand Draft / Gift Cheque	
Service	Charge
Cashier's Order - issuance / re-purchased - report loss	HK\$50 per cheque HK\$60 per cheque (Plus: HK\$300 payable to Clearing House of HKAB)
Demand Draft - issuance / re-purchased / amendment - HKD demand draft issuance  - stop-payment	HK\$100 Plus: An additional 0.25% commission (maximum: HK\$1,000; minimum: HK\$120) HK\$300 + Cable charge HK\$100 (Plus: Foreign bank charges)
Gift Cheque	HK\$10 per cheque



## A. Deposit Services (cont'd)




Standing Instruction / Direct Debit Authorisation		
Service	Charge	
Standing Instruction - set up / amendment  - returned due to insufficient funds	Per item	Transfer to Hang Seng Bank HK\$70 Transfer to other banks HK\$100 HK\$150 per item
Set Up Direct Debit Authorisation - Hang Seng Business e-Banking / Hang Seng HSBCnet - via Branch	Waived Per item	Transfer to Hang Seng Bank Waived Transfer to other banks HK\$30 (Transfers to HKSAR Government, Public Utilities, Educational, Charitable Institutions and The Hong Kong Jockey Club are exempted)
Autopay Returned Due to Insufficient Funds		HK\$150 per item

Report Request / Photocopying		
Service	Charge	
Company Search Fee - local company - overseas company		HK\$150 per account HK\$10,000 per account
Bank Confirmation for Audit Purpose		HK\$280 per account (Max.: HK\$2,240; Min.: HK\$560) -via electronic submission* HK\$380 per account (Max.: HK\$3,040; Min.: HK\$760) - via paper-form submission Additional copies: HKD\$100 per copy
Account History Record of Savings or Time Deposit Accounts - For 1 Year - For 2 Years - For 3 Years - For more than 3 years		HK\$250 per account HK\$750 per account HK\$1,000 per account HK\$1,000 per year thereafter
Photocopying of - statement  - cheque/voucher/transaction advice.		HK\$50 per cycle or per copy (No service charge for applying a copy of the consolidation statement listing the unposted items of passbook account.) HK\$50 per copy
Issuance of Overdraft Interest Statement		HK\$300 per copy per cycle
Reference Letter		HK\$300 per letter (HK\$20 for each additional letter if several letters are issued at one time)
Certificate of Account Balance		HK\$100 per certificate (HK\$100 for each additional account)
Certificate of Deposit Interest Earned - for 1/2/3 year(s) - for more than 3 years		HK\$250/HK\$750/HK\$1,000 per account HK\$1,000 per year thereafter
Banker's Endorsement on Customer's Signature		HK\$150 per item
Personal data access request		Circumstantial (maximum HK\$500 per request) <sup>(7)</sup>

\* For details submission (bank confirmation of information for audit purposes), please visit our public website at <https://www.hangseng.com/en-hk/business/banking-digitally/audit-confirmation/>

## A. Deposit Services (cont'd)

Others	
Service	Charge
Replacement of Integrated Business Solutions Account Card, Deposit Card	HK\$50 per card
Report Loss of Passbook	HK\$100 per account
Handling Letter of Instruction for Fund Transfer	HK\$150 per transfer
Special Mailing Instruction	HK\$1,000 per account per year
Paper Statement	HK\$20 per month

ATM Services			
International ATM Signages	Location	Charge for Each Withdrawal	Banking Services
<div></div> <div>HSBC ATM Network</div>	<div>- Asian countries / territories (Malaysia, Philippines, Singapore, Indonesia, Sri Lanka, etc.) and Middle East</div> <div>- Canada</div> <div>- United States (New York)</div> <div>- United Kingdom (London, Wales, etc.)</div>	HK\$20	<div>Cash withdrawal, balance enquiry, funds transfer and statement / cheque book request</div> <div>Cash withdrawal</div> <div>Cash withdrawal and balance enquiry</div> <div>Cash withdrawal and balance enquiry</div>
<div></div> <div>UnionPay ATM Network</div>	<div>- Worldwide</div>	<div><div><u>Withdrawal amount in HKD equivalent</u></div><div>≤HK\$5,000</div><div>&gt;HK\$5,000</div></div> <div><div><u>Charge</u></div><div>HK\$40</div><div>HK\$60</div></div>	<div>Cash withdrawal and balance enquiry in most countries / regions</div>
<div></div> <div>PLUS / Cirrus ATM Network</div>	<div>- Worldwide</div>	HK\$20	<div>Cash withdrawal and balance enquiry in most countries / regions</div>

**Note:**

- Cash withdrawals at overseas ATM will be paid in local currencies and subject to the maximum daily withdrawal limit of HK\$20,000. You must activate the overseas ATM daily cash withdrawal limit in advance for overseas ATM cash withdrawal.
- Due to the different dispensing limits of ATMs at different location, you may have to perform more than one transaction in order to obtain the amount of cash you require.
- For transactions effected via the Mastercard/Cirrus ATM network, the money withdrawn is first converted to US dollars, and then to Hong Kong dollars, at the daily exchange rates set by Mastercard and Hang Seng respectively, plus a Foreign Currency Conversion Fee. For transactions effected via the Visa/Plus ATM network, the money withdrawn is converted directly into Hong Kong dollars at the daily exchange rates set by Visa plus a Foreign Currency Conversion Fee. For transactions effected via other networks (including HSBC overseas ATMs), the money withdrawn is converted directly into Hong Kong dollars at the daily exchange rate set by HSBC plus a Foreign Currency Conversion Fee. For transactions effected via the UnionPay network, the money debited is converted directly into Hong Kong dollars at the daily exchange rate set by UnionPay. Surcharges of overseas local bank may be levied (if applicable).
- If customer withdraws cash at ATM overseas, network provider will debit HKD equivalent amount from your HKD account at exchange rate provided by the ATM network on the date of withdrawal. And a service charge (please refer to above table) will be debited for each ATM withdrawal.
- Please visit the web page of ATM network for the reference of exchange rate.
- Please note some overseas ATMs only allow cash withdrawal from the account shown on your card face, please ensure there is sufficient balance in that account before departure.



## A. Deposit Services (cont'd)

- (1) Only applicable to RMB Current Account.
- (2) Only applicable to RMB Current Account.
- (3) Only applicable to holders of Hong Kong Identity Card who conduct RMB cheque payment for the acquisition of customer goods and / or services within the Guangdong Province (including Shenzhen) in the Mainland China. Issuing RMB cheque for payment for the acquisition of consumer goods and / or services within the Guangdong Province (including Shenzhen) in the Mainland China is not applicable to personal customers who are a non-Hong Kong Identity Card holder.
- (4) Interest is calculated daily and charged monthly at the Bank's prevailing interest rate.
- (5) The following HKD account transactions conducted over branch counters as counter transactions: cash deposit; cash withdrawal; cheque deposit; house cheque deposit; mixed deposit and transfer out (transfer between two accounts in Hang Seng). These counter transactions could be initiated by your company or a third party. Total number of counter transactions is calculated based on the total number of counter transactions conducted in respect of all accounts maintained with Hang Seng in Hong Kong by your company with the same Business Registration number.
- (6) Waived if all cheques are deposited into the same account as one single transaction.
- (7) This standard concessionary charge only applies to the first time and normal data access request. In other cases, the Bank reserves the right to charge the actual commercial cost incurred without applying a cap to the charge. However, in any case, the Bank will inform the data requestor individually the actual handling charge and will only process the request upon receiving the requestor's acceptance.



## B. Remittances and Foreign Exchange Services

Outward Remittances			
Service	Charge		Remarks
Local Interbank Transfer Services			
- outward - via Faster Payment System     - via Clearing House Automated Transfer System - CHATS - via Business e-Banking / Hang Seng HSBCnet   - Via other channels	<u>Payment Amount</u> HK\$100,000 equivalent or below HK\$100,000 above - HK\$1,000,000 CNY100,000 equivalent or below CNY100,000 above - CNY1,000,000  <u>Remittance Currency</u> HKD : HK\$25 CNY : HK\$25 Other Currencies : HK\$55  HK\$190 per item <sup>(1)</sup>		<u>Charges</u> HK\$5 HK\$10 CNY5 CNY10           An extra charge of HK\$100 will be levied for instruction containing Chinese characters
Telegraphic Transfer			
- issuance <sup>(2)</sup>   - Remit to a beneficiary account with Hang Seng in Mainland China / Macau - Remit to a beneficiary account with another bank in Hong Kong / Mainland China / Taiwan / Macau - Remit to a beneficiary account in other countries / territories	<u>Hang Seng HSBCnet / Business e-Banking</u> HK\$ 85  HK\$125  HK\$125	<u>Branch / Other Channels</u> <sup>(3)</sup>  HK\$190  HK\$220  HK\$220 (HKD and domicile currency) HK\$260 (Non-domicile currency)	An extra charge of HK\$150 will be levied for instruction containing Chinese (Exempted for HKD remittance to Macau)  An extra charge of HK\$40 will be levied on each remittance instruction requesting same day processing submitted <u>via the Bank's branches</u> after 12 noon from Mondays to Fridays (i.e. business days)  Plus Correspondent Bank Charges (if applicable) <sup>(4)</sup> (a) If charge to beneficiary's account: subject to correspondent bank charges (b) If charge to applicant's account <sup>(4)(5)</sup> : - For remittance to Australia, UK, Canada, USA in domicile currency: Min HK\$160 - For remittance in USD to countries / territories outside USA: US\$35 - For remittance in EUR to most of the major European countries / territories: • HK\$200 if remit amount ≤ EUR€12,500; • HK\$250 if remit amount > EUR€12,500; - For remittance in RMB to mainland China: HK\$20 <sup>(6)</sup> or HK\$100 <sup>(7)</sup> , as appropriate - For remittance in RMB to countries / territories outside mainland China: HK\$250 - For remittance in JPY to Japan • HK\$200 if remit to beneficiary accounts with JPY Designated Banks <sup>(8)</sup> and remit amount ≤ JPY2.5 million • Min HK\$350 if remit to beneficiary accounts with other banks or remit amount > JPY2.5 million - For others: subject to correspondent bank charges
- other remittance services - Amendment / cancellation   - Cable enquiry	HK\$200 (Plus cable charges of HK\$100 and foreign bank charges (if any)) Min. HK\$250 per transaction (including cable charges of HK\$100 and foreign bank charges (if any))		



## B. Remittances and Foreign Exchange Services (cont'd)

Inward Remittances	
Service	Charge
Local Interbank Transfer Services	
- inward	
- via Faster Payment System	Waived
- via Clearing House Automated Transfer System - CHATS	HK\$15 <sup>(1)</sup>
- Addressing Services for Faster Payment System	
- Registration / Amendment / De-registration	Waived
Telegraphic Transfer	
Credit to account with Hang Seng Bank	HK\$65
Onward transfer to other local banks <sup>(9)</sup>	HK\$150-HK\$300

Foreign Currency Notes Exchange	
Service	Charge
Foreign Currency Notes Purchase/Sale- Account Holder	
- RMB	Free
- Other Currencies	
> HK\$3,000 equivalent	Free
≤ HK\$3,000 equivalent	HK\$50 Per Transaction
Foreign Currency Notes	
- deposit into /withdraw from T/T account	No Fees up to the following amount limit (per account per day) If the single-day total deposits/ withdrawals exceeds the below limit, handling fee will apply as follows: Notes deposits/ withdrawals: 0.25% of the total amount that day
Currency	
AUD / CAD	1,500
CHF/ ZAR	500
EUR/GBP	1,000
JPY	150,000
NZD	2,000
THB	10,000
USD	1,500





## B. Remittances and Foreign Exchange Services (cont'd)

Foreign Currency Cheques Exchange								
Service	Charge	Remarks						
Local USD Clearing Cheques - deposit into HKD /USD T/T account - deposit into USD notes account	Waived 0.25% of deposit amount (Min.: HK\$60 per transaction)							
Foreign Cheques - encashment (deposit into HKD/FCY T/T/USD notes account)  - collection   - returned unpaid	USD 0.25% Other currencies 0.375% (Min.: HK\$60 per transaction)  HK\$200 per cheque Plus: Postage for registered airmail & Foreign bank charges  HK\$150 per cheque Plus: Foreign bank charges and Interest	<ul style="list-style-type: none"><li>• Additional Fee for purchasing of foreign currency cheques payable (Appendix)</li><li>• Additional Charges for Foreign Cheques of Non-domicile currency (Appendix)</li><li>• Charges shall be collected irrespective of non-valid payment of the cheques</li><li>• Interest shall be calculated at the prevailing bills advance rate of the related currency from the date of purchase</li></ul>						
Cheque send to Guangdong and / or Shenzhen for cheque clearing - HKD - USD	<table><tr><td><u>GD</u></td><td><u>SZ</u></td></tr><tr><td>HK\$50</td><td>HK\$50</td></tr><tr><td>N.A.</td><td>HK\$100</td></tr></table>	<u>GD</u>	<u>SZ</u>	HK\$50	HK\$50	N.A.	HK\$100	
<u>GD</u>	<u>SZ</u>							
HK\$50	HK\$50							
N.A.	HK\$100							
HKD Macau Cheque Encashment	HK\$60 per transaction plus 0.25% on deposit amount (Min.: HK\$160 per transaction)							

[Notes]

- (1) Or its equivalent in the relevant currency. The exchange rate is determined by Hang Seng Bank Limited from time to time.
- (2) Remittance to the Mainland China or other places outside Hong Kong for non-Hong Kong Identity Card holder is subject to local rules and requirements of Mainland China or the relevant jurisdictions. Outward remittance may be rejected due to local regulatory requirements and rules and subject to charges applicable to returned remittance.
- (3) Other channels include Phone Banking and Remittance by Standing Instruction etc.
- (4) Please note that the Bank is entitled to reimbursement from the customer for the expenses incurred by the Bank, its correspondents and agents. Additional overseas charges (including charges levied by the beneficiary bank and/or correspondent banks) may be imposed by some overseas banks. Please also note that some of the beneficiary banks or correspondent banks may deduct the Correspondent Bank Charges from the Remit Amount in which case, the Beneficiary may not be able to receive the Remit Amount in full, regardless of the payment instructions stated in the remittance application form.
- (5) If the charges (as specified in the table) debited by the Bank are not sufficient to cover all the Correspondent Bank Charges, the Bank reserves the right to debit the shortfall amount from the applicant's account without prior notice.
- (6) Applicable to (a) RMB remittance processed via CIPS and with valid beneficiary bank's SWIFT BIC code or (b) RMB remittance processed via CNAPS and with valid beneficiary bank's CNAPS code provided.
- (7) Applicable to any other RMB remittance which does not meet the criteria in note (6) above.  
"JPY Designated Banks" currently refers to Bank of Tokyo-Mitsubishi UFJ, Mizuho Bank Limited and Sumitomo Mitsui Banking Corporation. The Bank may update the list of JPY Designated Banks from time to time at its sole discretion and without prior notice.
- (8) Designated Banks from time to time at its sole discretion and without prior notice.
- (9) The handling charge for onward transfer to other banks is dependent on the method for the onward transfer, and is exclusive of any charges levied or to be levied by any correspondence bank and/or beneficiary bank.



## B. Remittances and Foreign Exchange Services (cont'd)

Appendix			
Additional Foreign Bank Charges for Foreign Cheque			
Currency	Charges	Remarks	
Singapore	SGD \$5.00	Per cheque (only applicable to non-transferable cheque)	
Belgium	EUR \$10	Per cheque	
New Zealand	NZD \$1.50	Per transaction, despite of quantity	
Austria	EUR \$10	Per transaction, despite of quantity	
Spain	0.5%, Min. EUR \$5	Based on cheque's amount	
Japan	HSBC cheque JPY 2,000 Sanwa Bank cheque JPY 2,100 Other banks' cheque JPY 4,500	Per cheque	
Additional Charges for Foreign Cheques of Non-domicile currency			
Countries / Territories	Percentage	Minimum Charge	Remarks
France Netherland	1.5% (1 % for	HK\$650.00	(1) If there is difference between two charges, higher charge shall preveil (2) Waived for USD cheque paid in Canada (3) HKD Cheque paid in Macau 0.25%, Minimum HK\$100.00 (4) According to beneficiary bank whether accept non-domicile currency cheque processing
Japan Singapore Macau USA / Canada	US\$20,000.00 equivalent or above)	HK\$550.00	
Britain Germany Swiss Italy Austria Belgium Australia New Zealand		HK\$350.00	
Sweden Norway Denmark Finland	1%	HK\$200.00	



## C. Trade Services

Import	
Service	Charge
<b>Documentary Credit ("DC")</b>	
DC Issuance/ DC Overdrawn - Ordinary DCs <sup>(1)</sup> - Back-to-Back DCs <sup>(1)(2)</sup>	- 0.25% per 6 months validity (minimum HK\$500) - 1 <sup>st</sup> USD50,000 or equivalent 0.25% 2 <sup>nd</sup> USD50,000 or equivalent 0.1875% On balance 0.125% (minimum HK\$800)
DC Amendment - For increase in amount or extension of validity over 6 months - For other terms and conditions	- Refer to corresponding type of DC Issuance charge and minimum charge listed above - HK\$500
Checking Fee for Withdrawal of DC Application	HK\$600
Cancellation fee	HK\$500
<b>Import Bills</b>	
Discrepancy Fee	USD80 or equivalent
Deferred Payment / Acceptance Commission	0.0625% per month (minimum HK\$400)
Collection Bills Commission	0.125% (minimum HK\$350)
Holding Charge on Irregular Bills (Over 1 month after due date)	Additional HK\$600 per month
Handling Charge for Direct Settlement / Cancellation of DC / non-DC Bills	HK\$350
Small Bills Commission (for bills amount <USD10,000 or equivalent)	HK\$200
Combined Documents Commission	HK\$400 per additional set of document if over 3 sets are presented
<b>Avalisation of Bill of Exchange <sup>(1)(2)</sup></b>	
Handling Commission	1 <sup>st</sup> USD50,000 or equivalent 0.2% 2 <sup>nd</sup> USD50,000 or equivalent 0.1875% On balance 0.125% (minimum HK\$500)
<b>Shipping Guarantee</b>	
Countersigning of Shipping Guarantee	HK\$400
Shipping Guarantee outstanding / unredeemed for more than 1 month	Additional HK\$300 per month
Related import documents not received by our Bank after 3 months or not channeled through our Bank	0.25% (minimum HK\$350)
<b>Buyer Loans (Pre/Post Shipment)</b>	
Handling Commission	0.25% (minimum HK\$450)
Amendment	HK\$350

(1) For each validity period of 6 months (or part thereof).

(2) Flat charge of 0.25% will be applied to non-Hang Seng Bank trade customers.



## C. Trade Services (cont'd)

Export	
Service	Charge
<b>Export DC Advising</b>	
DC Advising (on all DCs / amendments / cancellation)	HK\$350 (Hang Seng Bank trade customers) HK\$450 (non-Hang Seng Bank trade customers)
DC Confirmation Commission	0.125% per month (minimum HK\$500) [Confirmation charges may vary country by country]
DC Transfer Commission - Fully Transfer - Partial Transfer <sup>(1)</sup> - Amendment of Transferred DCs - For increase in amount or extension of validity over 6 months - For other terms and conditions	- HK\$500 - 0.25% (minimum HK\$800)  - Refer to Charge of Partial Transfer listed above - HK\$500
<b>Export Bills</b>	
DC Bills Checking Fee	HK\$350 per set of transport documents or DC
DC Bills sent to Local Banks	0.125% (minimum HK\$400)
Deferred Payment / Acceptance Commission	0.0625% per month (minimum HK\$350)
Non-DC Bills Purchase Handling Fee	HK\$200
Small Bills Commission (for bills amount <USD10,000 or equivalent)	HK\$200
DC / Non-DC Collection Bills Handling Commission	0.125% (minimum HK\$400)
Handling Charge for Direct Settlement of Collection Bills / Cancellation Fee of DC bills / non-DC bills	HK\$350
Amending Instruction from Bills Collection to Bills Purchase	HK\$150
Reimbursement Fee	HK\$65
Holding Charge on Irregular Bills (Over 1 month after due date)	Additional HK\$600 per month
Combined Documents Commission	HK\$400 per additional set of document if over 3 sets are presented
<b>Seller Loans (Pre-shipment)</b>	
Handling Commission	0.125% (minimum HK\$450)
Extension	HK\$200
<b>Seller Loans (Post-shipment)</b>	
Handling Commission	0.25% (minimum HK\$450)
Amendment	HK\$350

(1) For each validity period of 6 months (or part thereof).



## C. Trade Services (cont'd)

<b>Bank Guarantee and Standby Documentary Credit ("Standby DC")</b>	
<b>Service</b>	<b>Charge</b>
Issuance Handling Commission - Standard Utility Guarantee <sup>(3)</sup> - Standard Guarantee <sup>(4)</sup> - Non-standard Guarantee <sup>(4)</sup> - Standby DC	- 2% p.a. (minimum HK\$1,000 per annum) - 2% p.a. (minimum HK\$2,000 per annum) - Negotiable (minimum HK\$2,000 per annum) - 2% p.a. (minimum HK\$1,000 per annum)
Amendment Fee - For increase in amount - For extension of validity period - For other terms and conditions	- Refer to corresponding type of Guarantee / Standby DC Issuance charge listed above (subject to minimum HK\$500) - Refer to corresponding type of Guarantee / Standby DC Issuance charge and the minimum charge listed above - HK\$500
Guarantee / Standby DC Advising Fee (or its amendment)	HK\$350 (Hang Seng Bank trade customers) HK\$450 (non-Hang Seng Bank trade customers)
Checking Fee for Application Withdrawal	HK\$600
Handling Fee for Commission Reimbursement	HK\$1,000 per request
Cancellation Fee for Guarantee / Standby DC	HK\$500 per request

<b>Receivables Finance</b>	
<b>Item</b>	<b>Charge</b>
Financing Interest	Negotiable
Service Commission	Negotiable
Limit Checking Fee	HK\$450 per request
Handling Fee for Payment of non-factored Invoice	HK\$200 per transaction

(3) Beneficiaries are restricted to CLP Power HK Ltd., Hong Kong and China Gas Co Ltd., Water Supplies Department and HK Electric Co Ltd.

(4) Classification of Standard and Non-standard guarantee issuance shall be determined by the Bank. In case of disputes, the decision of the Bank shall be final.



## C. Trade Services (cont'd)

Others	
Item	Charge
Cable Fee	
- Import DC / Standby DC / Guarantee opening	- HK\$600 for 1 <sup>st</sup> 3 pages
	- HK\$250 per additional page onwards
- Import DC / Standby DC / Guarantee Amendment	- HK\$350 per page
- Others	- HK\$280 per page
Delivery Orders Issuance	HK\$400
Commission in lieu of Exchange <sup>(5)</sup>	0.25% (minimum HK\$350)
Hong Kong Dollar Bill Commission	0.25% (minimum HK\$350)
Tracer	
- Regular Charge <sup>(6)</sup>	- HK\$280 per item
- Auto Tracers	- HK\$30 per item
Postage / Courier	Depending on destination and weight of documents
Amending Instructions to Hang Seng or Other Banks	HK\$200
Verification of Signature	HK\$150
Delivery of Documents by Hand	Depending on destination
Special Service Handling Fee	HK\$250 per request
Electronic Outbound Service (via email)	HK\$100 each
Trade Account Administration Fee	
- Trade Account opening	- HK\$1,000
- Inactive Trade Account handling	- HK\$3,000
Contour Charge	
- Import DC Issuance	- USD50
- Export DC Bill Presentation	- USD50

(5) Chargeable when foreign currency is paid to or released from our customer in respect of transaction in the same foreign currency.

(6) Telex charge of HKD430 per item will be applied to non-Hang Seng Bank trade customers.

### REMARKS:

- The information given herein is for reference only and not exhaustive. We reserve the right to introduce charges from time to time that may not be included in this leaflet. Please contact us or visit our website [hangseng.com](http://hangseng.com) for charges not mentioned in this leaflet.
- All charges are in Hong Kong currency unless otherwise indicated.



## D. Autopay Services

Charge (per transaction)

Transaction Charges		
Service	Compact Disc	Business e-Banking / HSBCnet
<b>Regular Payment / Collection</b>		
AutoCollect Second Party's Account - With HSBC Group - Not with HSBC Group	HK\$6.00 HK\$6.00 (Minimum HK\$400 per instruction)	HK\$0.50 HK\$1.00 (No minimum charge)
AutoPayment Second Party's Account - With HSBC Group - Not with HSBC Group	HK\$6.00 HK\$6.00 (Minimum HK\$400 per instruction)	HK\$0.50 HK\$1.00 (No minimum charge)

Sundry Charges	
Service	Charge
To set up Autopay payment code with less than 10 second parties (Not applicable to Hang Seng HSBCnet Autopay customers)	HK\$150 per code
To stop payment or to amend transaction details after submission of input to the Bank	HK\$60 per transaction
To provide additional payment code (free for first 4 payment codes and any additional payment codes required by Autopay Services upgrade)	HK\$150 per code
To change debtor reference	HK\$1.00 per item (Minimum: HK\$50)
Setup Direct Debit Authorisation (debited from 2nd party account) - via Hang Seng Business eBanking / Hang Seng HSBCnet / Hang Seng Personal e-banking - via Branch	Waived  Per item Transfer to Hang Seng Bank Waived Transfer to other banks HK\$30 (Transfer to HKSAR Government, Public Utilities, Educational, Charitable Institutions and The Hong Kong Jockey Club are exempted)



## D. Autopay Services (cont'd)

Sundry Charges	
Service	Charge
To provide detailed Direct Debit Authorisation list	HK\$50 plus HK\$0.50 per page
To provide a compact disc containing Direct Debit Authorisation	HK\$150 per file
To provide a compact disc containing rejected Autopay items	HK\$100 per file
Over 5% rejection rate on collections (free for first 5% rejected items)	HK\$2.00 per transaction
To re-process Autopay transactions	HK\$100 per batch
To process virus infected Autopay compact disc	HK\$100 per disk
To process unencrypted file	HK\$100 per file
To process unmatched hash total file	HK\$100 per file
To request additional Autopay programme compact disc	HK\$150 per set
On-site service (if required)	HK\$200 per visit





## E. Securities and Investment Funds Services

For Securities Services, please refer to:

hangseng.com > Business > Investment > Securities Services > [Securities Services Charges](#)

For Investment Fund Services, please refer to:

hangseng.com > Personal > [Service Charges \(Part C, "Securities and Investment Funds Services"\)](#)



## F. Lending Services

Property Secured Financing	
Service / Item	Charge
<b>Copy of Document(s)</b>	
Copy of Title Deed Document(s): - Copy of Assignment - Copy of Mortgage Deed - Copy of the Agreement for Sale and Purchase	HK\$200 per copy HK\$200 per copy HK\$200 per copy
Copy of Facility Letter	HK\$100 per copy
Copy of Repayment Schedule	HK\$100 per copy
<b>Issuance / Re-issuance of Document(s)</b>	
Interest and Principal Statement	HK\$100 per account / each financial year (Free for first statement of the last financial year)
Certification of Account Closure / Certification of Loan Settlement Figures / Certification of Loan Information	HK\$200 per account
Repayment Record	HK\$200 per 12-month record
Interest Rate Change Advice	HK\$100 per advice
Lease Consent Letter on Charged Property	HK\$1,000 per account
Credit Information	HK\$200 per account
<b>Others</b>	
Change of Repayment Terms	HK\$1,000 per account
Change of Loan Scheme	HK\$1,500 per account
Custody of Non-discharged Deeds after Full repayment	HK\$3,000 per year
Using Debit Note for Repayment	HK\$30 per instalment
Autopay Returned Due to Insufficient Funds	HK\$150 per transaction
Late Charge (Including handling fee for autopay returned due to insufficient fund)	HK\$400 per transaction
Fire Insurance: Additional assessment and administration fee	HK\$1,000 each time

General Fees and Charges for Lending Services	
Service / Item	Charge
Company search (for conducting a search at the Business Registration Office/Companies Registry on behalf of customer)	HK\$150 for each company search

**Note:**

The fees and charges set out above reflect the standard rates as at the publication date of this document only and are subject to changes from time to time without notice. The Bank reserves the right to introduce other fees and charges. For fees and charges (which may include fees and charges other than those set out above) payable under banking facilities granted pursuant to facility letters issued by the Bank, please refer to the terms and conditions under the relevant facility letters.



## F. Lending Services (cont'd)

Vehicle Finance	
Service / Item	Charge
Assignment (Change of Hirer) / Change of Agreement Term	HK\$1,000
Transfer or Retain Vehicle Registration Mark	HK\$600
Vehicle Replacement	HK\$600
Option Fee	HK\$100
Copy of Vehicle Registration Document	HK\$50 per copy
Copy of Hire Purchase Agreement	HK\$50 per copy
Repayment Record	HK\$200 per 12-month record
Copy of Repayment Schedule	HK\$100 per copy

Premium Financing And Policy Collateralization	
Service / Item	Charge
Change of Loan Terms Handling Fee	HK\$1,000 per request
Prepayment Handling Fee	HK\$1,000 for each prepayment

Asset-link Overdraft Facility	
Service / Item	Charge
Handling Fee	0.01% per month on the Approved Ceiling Limit

**Note:**

The fees and charges set out above reflect the standard rates as at the publication date of this document only and are subject to changes from time to time without notice. The Bank reserves the right to introduce other fees and charges. For fees and charges (which may include fees and charges other than those set out above) payable under banking facilities granted pursuant to facility letters issued by the Bank, please refer to the terms and conditions under the relevant facility letters.



## G. Commercial Card Services

	HKD Hang Seng Visa Platinum Commercial Card / Platinum Commercial MasterCard / Commercial World Mastercard / enJoy Commercial Card / enJoy Business Card	Hang Seng UnionPay RMB Diamond Commercial Card
Interest Rates and Finance Charges		
Annualised Percentage Rate (APR) for Retail Purchase	34.97% <sup>1</sup> (monthly rate at 2.62%) when you open your account and it will be reviewed from time to time. We will not charge you interest and finance charge if you pay your balance in full by the due date each month. Otherwise, interest will be charged on (i) the unpaid balance from the previous statement date immediately preceding the Payment Due Date on a daily basis until payment in full and (ii) the amount of each new transaction (entered into since the previous statement date immediately preceding the Payment Due Date) from the date of that new transaction on a daily basis until payment in full	
APR for Cash Advance	38.37% <sup>1</sup> (monthly rate at 2.62%) when you open your account and it will be reviewed from time to time. Interest will be charged on the amount of cash advance from the date of the transaction on a daily basis until payment in full.	
Fees (per card)		
Minimum Payment Amount <sup>2</sup>	The Minimum Payment Amount is HK\$300 / CNY300 or the sum of items (i) to (iv) below (whichever is higher): (i) all fees and charges (including finance charges and annual fees); (ii) any overdue Minimum Payment Amount; (iii) amount exceeding the prescribed credit limit after deducting the amount of items (i) and (ii) from the New Balance; and (iv) 1% of the New Balance after deducting the amount of items (i) to (iii).	
Annual Fee	HK\$980 <sup>3</sup>	CNY980
Cash Advance Handling Fee	3.5% of transaction amount (minimum HK\$100 per transaction for the Hong Kong Dollars card or minimum CNY100 per transaction for the Renminbi card)	

1 The APRs are calculated according to the standard method set out in the Code of Banking Practice and the applicable annual fee (if any) is not included in the APR calculation.

2 The Minimum Payment Amount is not applicable to enJoy Business Card.

3 The Annual Fee for enJoy Commercial Card and enJoy Business Card is perpetually waived.



## G. Commercial Card Services (cont'd)

	HKD Hang Seng Visa Platinum Commercial Card / Platinum Commercial MasterCard / Commercial World Mastercard / enJoy Commercial Card / enJoy Business Card	Hang Seng UnionPay RMB Diamond Commercial Card
<b>Fees (per card)</b>		
<b>Foreign Currency Transaction Conversion Fee<sup>4</sup></b>	1.95% of every transaction effected in a currency other than Hong Kong Dollars	Not applicable
<b>Late Charge</b>	If the Customer fails to make the Minimum Payment Amount on or before the Payment Due Date, a late charge of HK\$300 or an amount equal to the Minimum Payment Amount (whichever is lower) will be levied each time <sup>5</sup> .	If the Customer fails to make the Minimum Payment Amount on or before the Payment Due Date, a late charge of CNY300 or an amount equal to the Minimum Payment Amount (whichever is lower) will be levied each time.
<b>Overlimit Fee</b>	An overlimit fee of HK\$180 per month will be charged if the outstanding balance (excluding fees and charges charged by the bank) exceeds the prescribed credit limit by HK\$180 or above.	An overlimit fee of CNY180 per month will be charged if the outstanding balance (excluding fees and charges charged by the bank) exceeds the prescribed credit limit by CNY180 or above.
<b>Returned Cheque / Autopay Reject Handling Fee</b>	<ul style="list-style-type: none"> <li>- A returned cheque / autopay reject handling fee of HK\$120 will be charged once on the same statement if there is any returned cheque / autopay reject amount more than HK\$120.</li> <li>- Returned cheque / autopay reject handling fee will be waived if late charge is levied on the same statement.</li> </ul>	<ul style="list-style-type: none"> <li>- A returned cheque / autopay reject handling fee of CNY120 will be charged once on the same statement if there is any returned cheque / autopay reject amount more than CNY120.</li> <li>- Returned cheque / autopay reject handling fee will be waived if late charge is levied on the same statement.</li> </ul>

<sup>4</sup> The foreign currency transactions will be converted into Hong Kong Dollars (for the Hong Kong Dollars card) or converted into Renminbi (for the Renminbi card) at a rate selected by the relevant Card Association from the range of rates available in wholesale currency markets or the government-mandated rate in effect for the applicable conversion date, in each instance. For the Hong Kong Dollars card, the Foreign Currency Transaction Conversion Fee of 1.95% has included the reimbursement charge levied by the relevant Card Association on Hang Seng.

<sup>5</sup> For enJoy Business Card, the Late Charge will be HK\$230 or an amount equal to the New Balance (whichever is lower) if customer fails to make full payment on or before the Payment Due Date.



## G. Commercial Card Services (cont'd)

	HKD Hang Seng Visa Platinum Commercial Card / Platinum Commercial MasterCard / Commercial World Mastercard / enJoy Commercial Card / enJoy Business Card	Hang Seng UnionPay RMB Diamond Commercial Card
<b>Fees (per card)</b>		
<b>Card Replacement Fee</b>	HK\$100	CNY100
<b>Printing of Company Logo on Card Surface Fee</b>	HK\$100 each year <sup>6</sup>	Not applicable
<b>Sales Slip Retrieval Fee</b>	HK\$40 per copy	CNY40 per copy
<b>Statement Copy Retrieval Fee</b>	HK\$50 per statement	CNY50 per statement
<b>Credit Reference Letter Fee</b>	HK\$200 for each copy	CNY200 for each copy
<b>Payment by Non-local Bank's Cheque/Cashier's Order</b>	HK\$60 per cheque/cashier's order (an additional 0.25% or minimum HK\$100 of the transaction amount will be charged in case the cheque/cashier's order is issued by bank in Macau.)	Not applicable
<b>Credit Balance Refund by Cashier's Order</b>	HK\$35 per cashier's order	CNY35 per cashier's order
<b>Handling Fee for Payment Over the Counter at Branch</b>	HK\$30 per transaction	

<sup>6</sup> The Printing of Company Logo on Card Surface service is not applicable to enJoy Commercial Card/enJoy Business Card.



## H. Business Integrated Account Services

	<b>Biz Virtual+ Account</b>	<b>Integrated Business Solutions Account</b>
Account Administration Fee	HK\$600 (Apply remotely) HK\$1,200 (Through Business Banking Centre)	HK\$1,200 (Apply remotely & through Business Banking Centre)
Company Search Fee - local company - overseas company	HK\$150 per account NA	HK\$150 per account HK\$10,000 per account
Monthly Fee - Total Relationship Balance <sup>1</sup> is HK\$50,000 equivalent or above  - Total Relationship Balance <sup>1</sup> is below HK\$50,000 equivalent	Waived  Waived for the first 24 months HK\$200 (From 25th month onwards)	Waived  HK\$200
Paper Statement Fee <sup>2</sup>	HK\$50 per month	HK\$20 per month
Outward Transaction Fee - via Faster Payment System  <u>Payment Amount</u> HK\$100,000 equivalent or below HK\$100,000 above – HK\$1,000,000 CNY100,000 equivalent or below CNY100,000 above – CNY1,000,000  Inward Transaction Fee - via Faster Payment System	  HK\$2.5 HK\$5.0 CNY2.5 CNY5.0  Waived	  HK\$5 HK\$10 CNY5 CNY10  Waived
Online Payroll Services Fee (Second Party's Account) - with HASE - not with HASE	Waived Waived	Waived Waived
Counter Transaction Fee <sup>3</sup> (conducted through branches per customer per calendar month)	HK\$30 per transaction	HK\$30 per transaction (Waived for 10 transactions fee)
Cheque Book Issuance Fee - by ordinary mail - by courier	HK\$100 per cheque book Waived HK\$25	HK\$50 per cheque book Waived HK\$25
Inactive Account Service Charges - For those accounts with previous three month's average Total Relationship Balance <sup>1</sup> below HK\$50,000 AND - Inactive for more than 1 year - Inactive for more than 2 years	  HK\$250 semi-annually HK\$350 semi-annually	  HK\$250 semi-annually HK\$350 semi-annually



## H. Business Integrated Account Services (cont'd)

Remarks:

- Hang Seng Bank (the "Bank") reserves the right to suspend, vary or discontinue the above offers at any time without prior notice. In case of disputes, the decision of the Bank will be final. Investment involves risks. Investors should refer to relevant offering document of the relevant investment products before making any investment decision. Prices of investments (stocks, bonds and investment funds) may go up or down and many become worthless.
  - For other Banking Account Services Fee, please refer to Section A for more details.
1. The Total Relationship Balance is the monthly aggregate balance of the daily average of customer's deposits, gold accounts, securities, investment funds, utilized overdraft facilities, credit card cash advances and the outstanding balance of loans (except mortgage loan), trade finance (applicable for Integrated Business Solutions Account) and Hang Seng MPF Balance and the premium paid for the designated general insurance plans distributed by Hang Seng Bank as an agent for that month.
  2. Except where the Principal Account is a standalone HKD passbook or multi-currency savings account, customer will automatically receive e-Statement/Consolidated e-Statement (if applicable) for the Principal Account by default once you have registered for Hang Seng Business e-Banking successfully. Apply for paper statements, please log in Hang Seng Business e-Banking and select "e-Services"> "Maintain e-Statement" in the menu to change your statement settings.
  3. The following HKD account transactions conducted over branch counters as counter transactions: cash deposit; cash withdrawal; cheque deposit; house cheque deposit; mixed deposit and transfer out (transfer between two accounts in Hang Seng). These counter transactions could be initiated by your company or a third party. Total number of counter transactions is calculated based on the total number of counter transactions conducted in respect of all accounts maintained with Hang Seng in Hong Kong by your company with the same Business Registration number.





## I. Other Services

Other Charges	
Item	Charge
Card / PIN Delivery Service by Courier	HK\$250
Opening a Company Account in Hong Kong via Video Conference	HK\$2,000 <sup>^</sup>
Request for Special Account Number	HK\$800
Paper Statement <sup>*</sup>	Charge monthly; HK\$20 per paper statement

<sup>^</sup> It includes Card / PIN delivery service by courier.

<sup>\*</sup> Starting from 1st September 2017, the paper statement charge shall be applicable to each paper statement issued for any Integrated Business Solutions Account, HKD Statement Savings Account, ATM Statement Savings Account, HKD Current Account, USD Current Account, Renminbi Current Account and Foreign Currency Savings Account (Renminbi Savings Account is excluded). For Integrated Business Solutions Account, the charge will be debited from the relevant Sub-Hong Kong Dollar Savings account. For any account maintained in a currency other than HKD, the charge will be debited in the currency in which the account is denominated and the exchange rate shall be determined by the Bank to be prevailing in the relevant currency market at the relevant time. If you no longer wish to receive paper statements, you can sign up for the eStatement service (which is free of charge) via Hang Seng Business e-Banking.